Mini-how to Submit Bug reports or Feature Requests in JIRA

Bug Reports and Feature Requests

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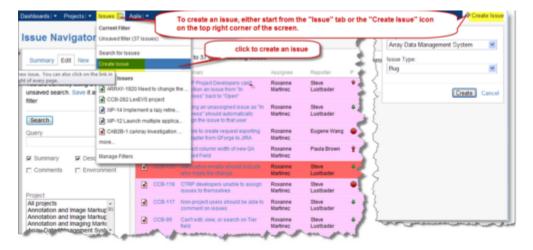
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 of the screen.
 - Select a project from the pull down list.
 - Select an issue type from the pull down list.
 - · Click Next to open issue creation page.
 - Follow the steps to create an issue:
 - Click Comment to add a comment or click Move to in Progress.
 - When issue is resolved, click Resolve Issue to set the status as "Resolved".
 - · Resolve the Issue.
 - To close an issue, click Close Issue.
 - Click Move to Reopened to reopen a closed issue.
 - · Click Move to On Hold to put an issue on hold.
- Issue Search
 - Under the "Issues" tab, click Search For Issues.
 - Navigate to the issue.

JIRA is an issue tracking and project management system that caBIG® adopted to manage issues and projects. To participate in the system, one needs to register and create an account. Issues are organized by projects. They can be created and searched by any user with proper authorization. This mini how-to illustrates the issue creation workflow and issue search function.

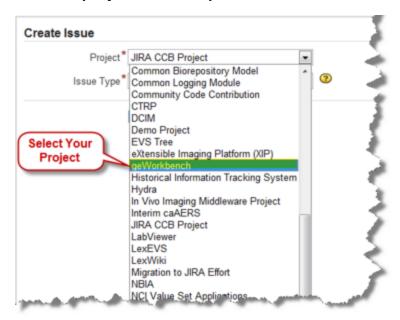
Issue WorkFlow - Creation, In progress, Resolution, Closing, reopen and onhold

To create an issue, you can start either from the "Issue" tab or the "Create Issue" icon located in the up right corner of the screen.

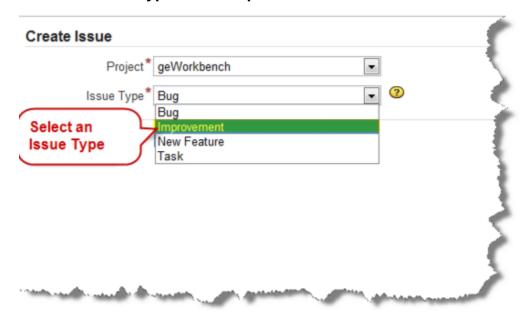


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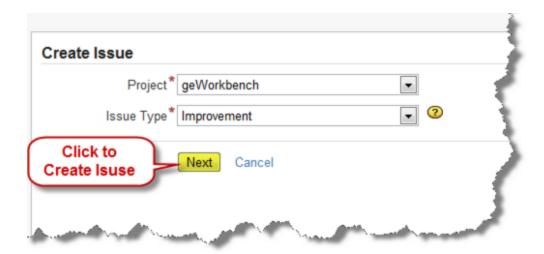
Select a project from the pull down list.



Select an issue type from the pull down list.



Click Next to open issue creation page.



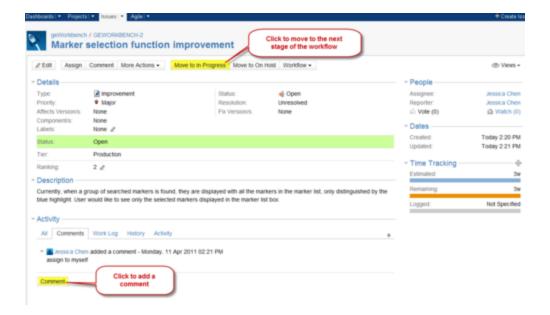
Follow the steps to create an issue:

Select the assignee, select the priority, fill in the description and select the tier. Click Create.

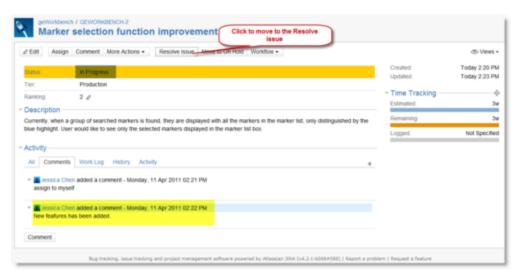


Click Comment to add a comment or click Move to in Progress.

Add a comment or move the issue to the next stage of the workflow.

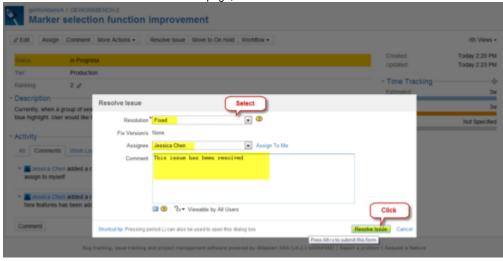


When issue is resolved, click Resolve Issue to set the status as "Resolved".

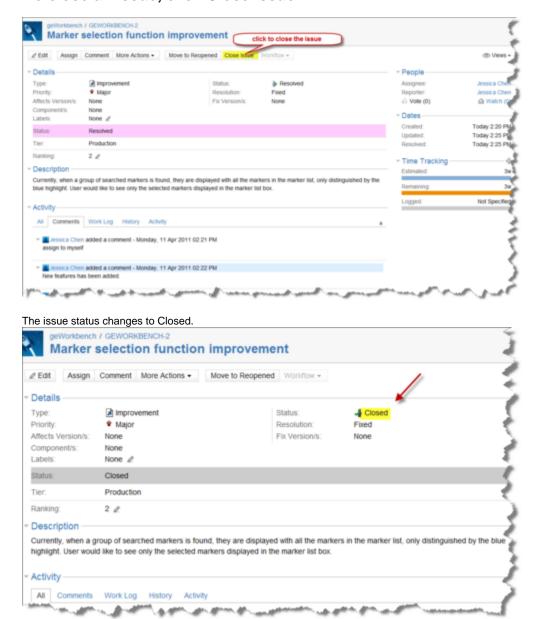


Resolve the Issue.

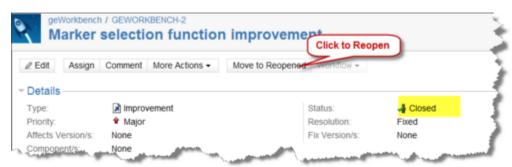
Fill in the information on the Resolve Issue page, then click on the "Resolve Issue" button.



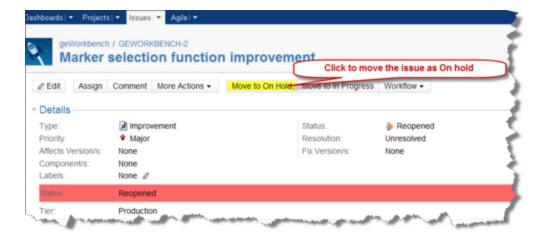
To close an issue, click Close Issue.



Click Move to Reopened to reopen a closed issue.

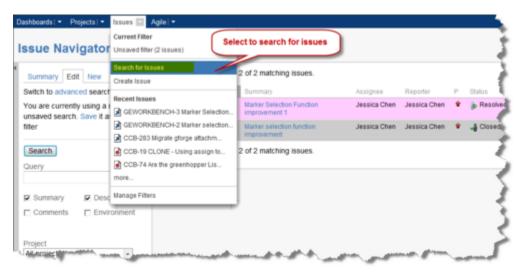


Click Move to On Hold to put an issue on hold.



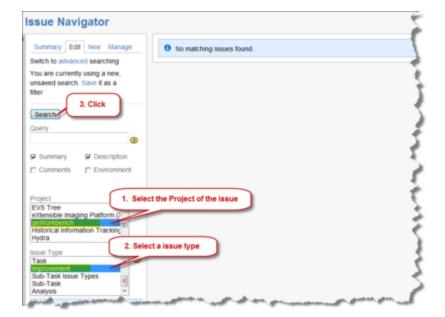
Issue Search

Under the "Issues" tab, click Search For Issues.

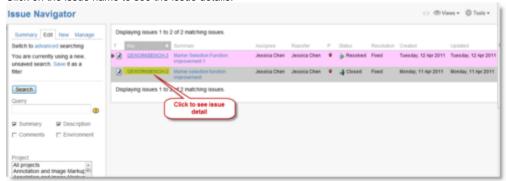


Navigate to the issue.

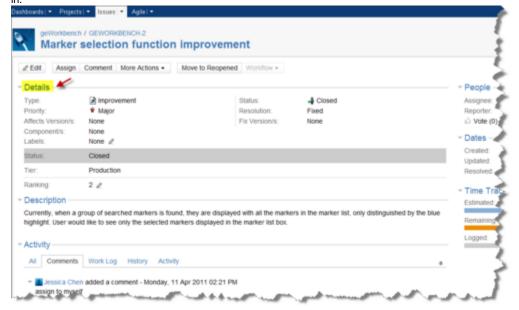
In the "Issue Navigator" panel, click Search, select the Project, and select an Issue Type.



Click on the issue name to see the issue details.



The details of the selected issue are displayed. You can browse any issue and add comments to the issue browsed if you have properly logged in



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